

**State of Utah
Department of Public Safety
Division of Homeland Security**

**Risk MAP Program Management Grant
(Risk MAP PM)
Fiscal Year 2010**

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I. ADMINISTRATION

A. Overview of Utah State Risk MAP Program

Utah has always been a strong supporter of FEMA's mapping efforts. The past years both the MMMS/CTP Coordinator and the CAP Coordinator attended all mapping, scoping, coordination and final coordination meetings with the FEMA Region VIII Staff, Dawn Gladwell and Shandi Teltschik. The MMMS/CTP Coordinator helped the State Prime Engineering Contractors with any information needed for study related work and helped counties and communities understand the mapping process and timelines. The MMMS/CTP Coordinator has been the support between the Regional FEMA office and the local communities tracking any and all information needed for study work, as well as facilitating the community with any questions and concerns they have with the studies. An excellent working relationship has developed between the Regional staff and the Utah MMMS/CTP and CAP Coordinator. These relationships will continue and further develop as we move into new mapping studies.

Utah is dedicated to the supporting the National Map Modernization and Risk MAP Program Goals. Our maps are some of the oldest in the country, yet we are the forth fastest growing state. The need for new and accurate mapping is evident. Plans have been developed to help support the National goals.

Utah's Map Modernization Implementation Plan identified the need for new and more accurate flood hazard mapping. The plan is a useful tool in formulating and initiating future flood mapping endeavors. The plan implementation process continues to receive the highest priority and will allow Utah to effectively continue to mitigate and identify flood hazards statewide. This plan identifies needs and creates a framework to coordinate flood mapping efforts and monitor its progress.

The Business Case Plan identifies Utah's commitment to continuation of the Map Modernization Program. Utah's goal is to provide the "highest quality possible" in this mapping program where all partners are satisfied with the finished product.

Our Map Modernization Support and Risk MAP Program is energized and enthusiastic about this opportunity and look forward to the challenges of this program.

B. Statement of Work Efforts

Summary

The Utah MMMS/CTP Program will promote activities to meet the goals and objectives of the Map Modernization/Risk MAP and National Flood Insurance programs.

The Responsibilities of the Utah MMMS/CTP programs are to provide general assistance to the communities, prioritize mapping projects, coordinate all mapping efforts in the state, hiring of prime engineering mapping contractors, project management of the MMMS/CTP program, keep mapping projects on time, assure proper documentation is submitted to FEMA in a timely fashion, help communities update their ordinances to support the new mapping in their community, coordinate with the CAP Coordinator on flood insurance issues and ordinance adoption, coordinate with the FEMA Region office on mapping progress and status, update the business plan and map mod implementation plan, provide state expertise in the management, development and adoption of modernized Flood Insurance Rate Maps, all the identified management activities summarized in the 2010 MMMS/CTP to include minimal, soft and strong objectives, submit finance and written quarterly reports, and any other required documentation.

These responsibilities will be accomplished by: attending community meetings and scoping meetings, community outreach and education, development of webpage for information on Utah's mapping program, attending conferences and workshops to enhance capabilities, and development of a performance based management system to effectively and efficiently track, study, status and keep on task.

Tasks

-Travel in support of training to include workshops, conferences both in and out of state. Attend mappings meetings.

-Conferences / Trainings / Workshops would include but not be limited to an annual regional CAP and or MMMS/CTP conferences and other regional conferences, ASFPM, Utah Floodplain and Stormwater Management Association annual conference, and MMMS/CTP conferences, trainings and workshops for the MMMS/CTP Coordinator.

-Other Special Projects

Estimate long-term project management concerns that address special problems within ongoing mapping projects.

Development and Management of FIRMS as outlined in the MMMS/CTP program guidance will be followed. There will be a strong and consistent emphasis in facilitating and coordinating all mapping activities in the state.

Promote and support additional training activities.

-Salary and Benefits will be consistent with State hiring practices, benefit packages and salary ranges.

Coordination and Program Management	<u>\$81,000</u>
<u>Total Requested funding</u>	<u>\$81,000</u>

The FY10 requested funds are for October 1, 2010 – September 31, 2011 and the remaining FY09 funds of \$38,000 will be expended by September 31, 2010.

-Disaster Support—As part of the Utah Division of Homeland Security the MMMS/CTP Coordinator will assist in disaster support activities as assigned.

Objectives

-MMMS/CTP Coordinator will work with the State Purchasing agent and or DPS purchasing to finalize with the Prime Engineering Contractors call contracts for specific counties. This will be completed through the State of Utah Statement of Interest (Utah Division of Homeland Security) process. This process will allow the MMMS/CTP Coordinator to work with the State of Utah Purchasing agent to individually select from a pool of qualified contractors for the next four years. The MMMS/CTP Coordinator will hire contractors for the actual mapping of Utah’s mapping priorities outlined in the implementation plan.

-MMMS/CTP Coordinator to attend training at EMI, DFIRM trainings, hydrology and hydraulics training, MIP training and other Map Modernization and Risk MAP related classes as available.

-MMMS/CTP Coordinator and to attend training at Regional/Multi-region MMMS/CTP program /workshops and other trainings as available.

-MMMS/CTP Coordinator to attend GIS, hydrology, and hydraulics training and workshops to enhance capabilities.

-Work with Prime Engineering Contractors to commence, implement, and finalize studies. Continue processes started from scoping meetings that began early scoping of FY05-FY10 projects including meeting with community officials on goals of the MMMS/CTP program and data gathering for future scoping meetings.

-MMMS/CTP Coordinator and to attend the Utah Floodplain and Stormwater Management Associations’ annual conference.

-Require submittals, base maps, and additional supporting mapping documentation, products and scoping meetings minutes and study cost estimates from mapping contractors, establish timelines and work products, attend all mapping meetings, develop local points of contact for community mapping partners, and develop a timeline for study progress.

Quarterly

-Submit all financial and written quarterly reports to state and to FEMA within 30 days following the end of the Quarter.

Yearly

- Update State Business Case Plan.
- Update State Map Modernization Implementation Plan.
- Reorganize and prioritize state mapping projects and unmet needs.
- Manage Statement of Interest for Contractor renewals including selection, negotiation, and overall management of the contracts.
- Manage the transition from Map Mod MMMS/CTP role to the Risk MAP Program Management role as we move forward with Risk MAP.

II. ACTIVITIES:

A. STATE MMMS/CTP Management Activities –Management and Map Maintenance (Strong participation in Map production and or maintenance) Full participation.

The State of Utah will follow all the management activities summarized in the 2010 MMMS/CTP Guidance, Section XII to include minimal, soft and strong activities.

B. How State MMMS/CTP Management Activities will be Implemented.

1. Programmatic Approach to include all activities shown in the MMMS/CTP Guidance Document for FY 2010. A contract employee for the Utah Division of Homeland Security will continue to be the MMMS/CTP Coordinator for the State. The coordinator will provide state expertise in the management, development and adoption of modernized Flood Insurance Rate Maps. This will also include the identified management activities summarized in the 2010 MMMS/CTP to include minimal, soft and strong activities. The Coordinator will continue to be responsible for all MMMS/CTP grant management activities to include financial and written quarterly reports, and any other required documentation.
2. Staffing Approach
Program Management—The Coordinator will be responsible for all program activities defined within current 2010 MMMS/CTP guidance.

Title***Responsibilities***

Coordinator	<p>Program management to include: Solicitation and selection of mapping partners through SOI process.</p> <p>Project prioritization, scoping and outreach.</p> <p>Overall project management</p> <p>Monitoring contractors to ensure specifications are met.</p> <p>Community mapping assessments and ordinance maintenance.</p> <p>All outreach including public meetings, workshops, web development, and postings, and other multi-media activities</p> <p>All other management activities summarized in the 2010 MMMS/CTP guidance.</p> <p>Disaster Support--As part of the Utah Division of Homeland Security, the MMMS/CTP Coordinator will assist in disaster support activities as assigned. FEMA will be notified immediately of assignment and expected duration.</p>
Mapping Partner (contract)	<p>Meet the Guidelines and Specifications for Flood Hazard Mapping Partners to develop Flood hazard maps to include pertinent NFIP regulations as well as standard engineering practices.</p>

3. State SOI procedures have already been received from State Purchasing. The Coordinator will develop SOIs for soliciting and selecting contractors for all mapping products. The Coordinator will review all SOI received at the State.

Qualified contractors that are selected will have demonstrated the capability and experience in the performance, production and management through contracting of FEMA approved DFIRMs as well as extensive knowledge of Guidelines and Specifications for Flood Hazard Mapping Partners.

III. ALLOWABLE COSTS:

A. Increase Management Costs for Long-term Maintenance

Funding levels for the MMMS/CTP Coordinator are related to the number and detail of mapping products. Should the number of mapping products increase additional staff or additional internal review by a review committee may be required to ensure the timelines and accuracy requirements are met.

Additional training and travel to communities may also occur in case of mapping problems, adoption delays, and coordination of map production.

All additional funding will be requested only if necessary and reasonable.

IV. ELIGIBILITY CRITERIA:

As part of the Utah Division of Homeland Security, the Coordinator will have access to state facilities, and systems as well as office support for the management of mapping or data collection activities that contribute to flood hazard identification as outlined in the 2010 MMMS/CTP Guidance

The CAP program is also housed in the Division of Homeland Security, and there will be coordination between both programs.

Financial staff at Utah Homeland Security will support the Coordinator to ensure the financial management activities are met in accordance with the cooperative agreement.

Should there be a need to match MMMS/CTP program funding, the State would consider a soft match as being adequate for leveraging.

V. MMMS/CTP CAPABILITIES:

The MMMS/CTP program will have the capabilities to perform the specified management activities. Such activities are to include an internal review by the MMMS/CTP Coordinator and approval of all mapping products. The Coordinator will manage mapping partners to ensure quality control. The Coordinator will also demonstrate important partnerships within the State to assure effective communication, foster partnerships and review all mapping data.

Partnerships

The State's Automated Geographic Reference Center (AGRC) is currently storing and providing access to all maps that are produced under the Map Modernization/Risk MAP Program for the State of Utah. Additional services may be needed to house and maintain these maps. AGRC has the program ARC-IMS that is an internet based map storage system. Floodplain delineations has and will be stored as ArcView layers that will be accessible by the public over the Internet from AGRC at <http://agrc.its.state.ut.us/>. The DFIRM layers prepared by outside contractors has and will be projected to a geographic coordinate system that is compatible with the other base map layers provided by AGRC. Layers can be downloaded from the web page or will be provided on CD by request. This activity has been implemented in year one and is continuing annually. This will provide easy access by the user community to flood hazard data and other data to support risk management.

Currently AGRC houses many interactive maps and coordinates with many State Agencies to compile and store these maps. The ground-work has been completed to allow multiple participants to access and contribute data. AGRC has set a system that is easy to use, flexible and adaptable allowing for future technological advances and enables the achieving of historical data and efficient data storage and retrieval. Their system will allow accessibility from many applications and users while ensuring information accessible through the system meets national standards with appropriate security.

The MMMS/CTP Coordinator will continue to actively participate with the State GIS Advisory Board and the State Hazard Mitigation Advisory Board to reduce redundancies and maximize the usefulness and efficiencies of partner contributions. These Boards meet regularly to foster partnerships, share information, and review mapping data.

These Boards comprised of various federal, state, and local agencies interested in floodplains, wetlands, resource coordinating, mapping, and water resources to include:

- Division of Water Resources
- Department of Natural Resources
- Automated Geographic Reference Center
- Army Corp of Engineers
- Utah Department of Transportation
- Utah Association of Governments
- Resource Development Coordination Committee
- River Basin Coordination Committee
- State Hazard Mitigation Team
- UFSMA

These partnerships will achieve shared outcomes through mentoring and assistance ensuring reliable, usable, and accessible data for widespread use that will reduce redundancies in all programs involved.

VI. EVALUATION CRITERIA:

Utah's Mitigation Programs have always been committed to adherence to standards for timeliness and completeness of reports submitted to FEMA Regional Office.

Strong working relationships have already been developed at the FEMA Regional Office, and Risk Identification Branch of the Mitigation Division in FEMA Headquarters Office in Washington D.C. and designated FEMA contractors. Utah's strong relationships with these offices will ensure the achievement of the goals of the Map Modernization Program and guarantee success in flood hazard mapping in Utah.

Utah's Mitigation Programs are committed to having more accurate flood hazard maps for the State of Utah.

VII. STANDARDS:

Utah MMMS/CTP activities will be accomplished in accordance with the relevant portions of the NFIP regulations as well as the standards in FEMA's Guidelines and Specifications for Flood Hazard Mapping Partners.

VIII. CERTIFICATION:

Any data generated under the MMMS/CTP cooperative agreement will meet the applicable certification requirements for the identification and publication of flood hazard information as indicated in 44 CFR Part 65, Identification and Mapping of Special Hazard Areas.

IX. FUNDING:

As listed in the required criteria, and the mapping matrix, population is a driving force in the selection and funding of mapping projects. Utah meets this criterion and is committed to being a full partner in the MMMS/CTP program.

X. CONTRACTING:

Utah's contracting partners for FEMA-funded activities will meet the requirements of all applicable CFRs, Administrative Requirements, and Grants and Cooperative Agreements.

XI. COOPERATIVE AGREEMENT MANAGMENT:

Utah's MMMS/CTP activities will meet the requirements of 44 CFR Part 13, which sets forth requirements for Cooperative Agreement administration and management. These requirements include, but are not limited to: record keeping, allowable costs and processes for use of contractors.

XII. PROGRESS REPORT FOR MMMS/CTP ACTIVITIES:

Measurement Area	Activity	Minimum Performance Measures	Description	Progress Update
Operations	DFIRM Maintenance Management	The process for Digital Flood Insurance Rate Map (DFIRM) maintenance management activities must be well documented and must address how the information will be uploaded to the Mapping Information Platform (MIP).	The MMMS/CTP partner assumes responsibility for long-term, periodic maintenance of the DFIRM. This can include base map and/or flood hazard information.	The MMMS/CTP partner was responsible for documentation for DFIRM maintenance and data upload to the MIP on a weekly, monthly basis with monthly updated data from contractors. Data comes in to the MMMS/CTP partner on the second week of each month with an approved spreadsheet provided by the MMMS/CTP partner.
Operations	Maintenance of Digital Base Map Inventory	The number of communities contacted for base map information versus the total communities within study area should be at least 60%. The MMMS/CTP partner must demonstrate how they coordinate with studies in neighboring jurisdiction(s), describe the existing inventory, and how the inventory will be maintained.	The MMMS/CTP partner investigates and provides an inventory of base maps meeting FEMA specifications for NFIP communities in a particular Region or State.	The MMMS/CTP partner worked in conjunction with the contractors, state and local floodplain administrators and officials and the Utah State Automated Geographic Reference Center (AGRC) to house and gather an inventory of Digital Base Maps for the state. All Map Modernization questions were referred to the MMMS/CTP partner and addressed accordingly.

Measurement Area	Activity	Minimum Performance Measures	Description	Progress Update
Operations	Assessment of Community Mapping Needs (to support FEMA's Mapping Needs Update Support System – MNUSS)	Identify if the information was entered into MNUSS prior to scoping and updated following the scoping meeting. Identify unmet needs documented in the scoping report and uploaded to MNUSS.	The MMMS/CTP partner performs a detailed community-by-community assessment of mapping needs for every mapped (including flood data updates and map maintenance) and unmapped NFIP community within its jurisdiction. The MMMS/CTP partner then submits the results of the assessment to FEMA for inclusion in the CNMS.	<p>The MMMS/CTP partner, along with the Utah NFIP Coordinator and the Natural Hazards Section Manager for Utah Division of Homeland Security, helped identify and assess the unmet mapping needs for the state by information given through community meetings, scoping meetings, state and local floodplain administrators, contractors and FEMA. All unmet needs are gathered and housed into contractor spreadsheets and state spreadsheets and then submits to FEMA.</p> <p>The MMMS/CTP Partner sent out a Utah Unmet Needs Questionare to several counties to begin to compile the Utah RiskMAP unmet needs list in September 2009. The Utah RiskMAP unmet needs list was then prioritized and compiled and sent to FEMA for review.</p> <p>The MMMS/CTP partner is working closely with the communities to further update and prioritize the Utah Unmet Needs list through CCO Meetings, local meetings and outreach. The CCO Meetings for Uintah County and Wasatch County was held in November 2009.</p>
Operations	Maintenance of and Managing Updates to the FEMA Levee Inventory System (FLIS)	The MMMS/CTP Partner will manage updates to the FLIS according to current procedure memorandums, any future procedure memorandums on this topic, and instructions available on the FLIS web site.	The MMMS/CTP partner assumes responsibility for ensuring that required updates to the FLIS are made in an accurate and timely manner. The FLIS can be found at http://flis.pbsjdfirm.com/ .	The MMMS/CTP partner played a support role to Michael Baker Jr. in their required updates and maintenance to the FLIS with current data collected from contractors, state and local floodplain administrators and the state NFIP Coordinator when needed.

Measurement Area	Activity	Minimum Performance Measures	Description	Progress Update
Operations	Information Technology Systems	The systems must be effective at archiving, organizing, distributing, or otherwise managing the DFIRM and/or underlying map data. The systems must be developed according to schedule and budget. The information must be updated into the MIP in a timely manner.	The MMMS/CTP partner develops and maintains an information technology system to archive, organize, distribute, and otherwise manage effective DFIRMs, preliminary DFIRMs, and/or underlying backup data (such as DFIRM database, engineering models, etc). The system should distribute this data in an electronic format (i.e., web-based, CD-ROM, etc) to the public.	<p>The MMMS/CTP partner worked and coordinated with the State's Automated Geographic Reference Center (AGRC) to archive, distribute and manage DFIRMS in a web-based program called ARC-IMS for public and state use. Floodplain delineations will be stored as ArcView layers that will be accessible by the public over the internet by AGRC at http://agrc.its.state.ut.us/. The layers can be downloaded from the webpage or will be provided on a CD by request.</p> <p>The MMMS/CTP Partner worked closely with Gordon Douglass, Utah AGRC, to ensure all undated and current information has been given to AGRC and is available for the public to use. Grand and Washington County went effective April 2, 2009, and Tooele County went effective in November 2009 are now available on AGRC's website or by CD.</p>
Operations	Quality Standards	The MMMS/CTP partner must implement the Floodplain Boundary Standards, based on appropriate guidance, and implement these standards into contracts.	The MMMS/CTP partner participates in activities that support the implementation of the Floodplain Boundary Standards.	The MMMS/CTP partner reviewed all of Utah's MAS contracts for review of all Floodplain Boundary Standards are being met by the contractors within the state.

Measurement Area	Activity	Minimum Performance Measures	Description	Progress Update
Operations	Management Efforts	The MMMS/CTP partner will assist the CTP to maintained or improve the project cost and schedule. The cost and schedule must be tracked with an accepted method (i.e. project management tools, the MIP, etc).	The MMMS/CTP partner participates in activities to assist CTP partnerships in the management of cost and schedule.	<p>The MMMS/CTP partner documented and tracked the costs and schedule through management tools and the MIP to assist the CTP for the state. The MMMS/CTP partner also used various spreadsheets and other tools to track progress in the Map Modernization Program.</p> <p>The MMMS/CTP partner also coordinates all monthly calls with contractors, FEMA and Michael Baker, Jr. and also follows through with minutes for each monthly conference call. This quarters calls were held on October 15, November 12, and December 9, 2009.</p>

Measurement Area	Activity	Minimum Performance Measures	Description	Progress Update
Customers and Stakeholders	Outreach	<p>Outreach activities must be described in detail in the next business plan update. The activities must satisfy the applicable standards from FEMA's Guidelines and Specifications for Flood Hazard Mapping Partners and appropriate procedural memorandums.</p> <p>Activities must be completed according to schedule and budget.</p>	<p>Informational Mailings, Community Meetings/Open Houses, web site Postings, and Multi-media Promotional Activities.</p>	<p>Utah is committed to providing enhanced communication to the user community. Through the development and distribution of brochures, newsletters, and meetings, the community will be better informed of all aspects of floodplain mapping, RiskMAP, NFIP regulations, and available products and services. Also the Utah High and Dry newsletter provides map modernization information and RiskMAP updates.</p> <p>Utah performs outreach in the form of informational mailings to include quarterly newsletters, community letters and update emails throughout the year. The MMMS/CTP partner also works in conjunction with the Utah NFIP Coordinator, the Natural Hazards Section Manager, and the Utah Floodplain and Stormwater Management Association (UFSMA) to keep the community well informed of any Map Modernization Program updates, any new DFIRM updates and RiskMAP updates.</p> <p>The MMMS/CTP partner also responds to any questions or concerns regarding the Map Modernization Program through all correspondence.</p>

Measurement Area	Activity	Minimum Performance Measures	Description	Progress Update
Customers and Stakeholders	Outreach for Levee Procedures	The MMMS/CTP partner will provide outreach to communities on the requirements outlined in current procedure memorandums and 44 CFR 65.10, including the implications if those requirements are not satisfied.	The MMMS/CTP partner will work with local communities to provide outreach on FEMA's levee policies and procedures.	<p>The MMMS/CTP partner works with FEMA, Utah NFIP Coordinator and the Natural Hazards Section Manager, as well as the contractors and the Army Corps of Engineers to communicate FEMA's levee policies and procedures to local communities by hosting community meetings, phone calls and email.</p> <p>Preparation has begun for Provo, Utah County, for outreach strategy concerning levee issues. Outreach meetings will begin after the new year.</p>
Customers and Stakeholders	Compliance / Map Adoption	<p>The MMMS/CTP partner will identify State and local officials associated with map adoption prior to the scoping meeting and keep them informed throughout the study. These officials will be given sufficient notice regarding document reviews and/or meetings. The MMMS/CTP partner will coordinate with FEMA compliance staff.</p> <p>Under this task, the MMMS/CTP partner can provide assistance and/or participate in the development of ordinances for map adoption.</p>	The MMMS/CTP partner coordinates the activities that will ensure new flood maps are adopted by NFIP communities.	<p>The MMMS/CTP partner communicated any updated document reviews and/or meetings and provided assistance when needed to ensure all state and local officials are well informed with the help of the Utah NFIP Coordinator, Prime Engineering Contractors and the Utah Natural Hazards Section Manager through local meetings, email, and mailings.</p> <p>The MMMS/CTP and Utah's NFIP Coordinator has been working closely with Salt Lake & Tooele to ensure the compliance and map adoption of their newly digitization of their floodplain maps. Tooele County is set to go effective 11/18/2009.</p>

Measurement Area	Activity	Minimum Performance Measures	Description	Progress Update
Learning and Growth	Training Efforts to State and Local Officials	A training program will be developed with topics, schedule, and targeted audiences. A copy of the training program should be provided to FEMA.	The MMMS/CTP partner participates in the development and deployment of training in subjects that will encourage the use of digital flood mapping products.	<p>The MMMS/CTP partner worked in conjunction with the Utah NFIP Coordinator to ensure proper training in and out of the state for Prime Engineering Contractors, State and Local officials.</p> <p>The MMMS/CTP partner participated and attended all MIP Open conference calls throughout the quarter.</p>
Learning and Growth	Staffing	The MMMS/CTP partner can provide staffing support with MMMS/CTP funds. The staffing support will conduct a variety of the activities above and these activities will be detailed in the next business plan update.	Provision of staff dedicated to activities that promote the flood mapping process and the adoption of effective maps by NFIP communities.	<p>Utah has an experienced team of staff and consultants dedicated to activities that promote the flood mapping process and the adoption of effective maps by NFIP communities. This includes the Utah MMMS/CTP Coordinator, the Utah NFIP Coordinator, the Utah Natural Hazards Section Manager, and the prime engineering contractors. There is also staff available to assist in mapping needs to include the State Hazard Mitigation Officer, the AGRC staff, members of the State Hazard Mitigation Team which include the Dam Safety office, Corps of Engineers, Division of Water Rights, and Division of Water Resources. These people can assist in reviewing and providing technical expertise as needed and also assist in future RiskMAP needs.</p>